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PAYMENT SERVICES USER MANUAL

CREATING A RECURRING PAYMENTS TEMPLATE

INTRODUCTION

A Recurring Payments template is used to set up predefined payment transactions in order to pay different vendors on the same date. The template can also be used to add fiscal codes and/or distribute payments from different fund sources. This document will describe how to create the template for a Recurring Payment.

The Recurring Payments application does not *automatically* send transactions to STARS for payments on scheduled dates. Users must log on to Payment Services on a regular basis and view the **Schedule** screen to see what is scheduled or needs to be scheduled for payment

The process for a Recurring Payment includes the following steps:

- Create a template that includes the line items of the vendors and amounts to be paid.
- Schedule the payment.
- Authorize the payment.
- Add fiscal coding and/or distribute the costs for a payment (if the line items in the template should be paid from different funding sources).
- Approve a payment.

Each agency will develop their own business processes to determine who performs these steps and when.

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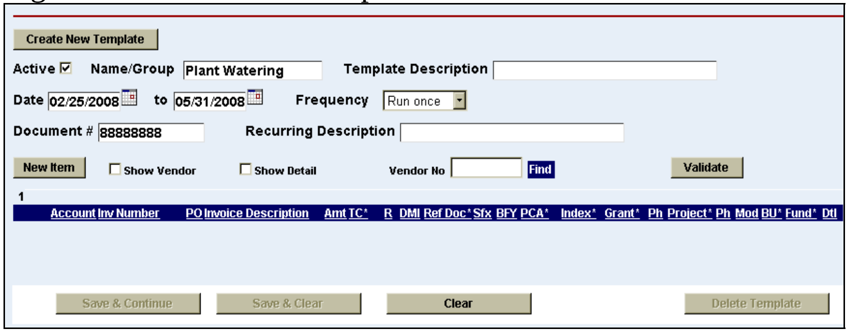
TO CREATE A TEMPLATE

1. From the Payment Services menu, select **Recurring Payments**.
2. Click the **Template** tab.
3. Click **Create New Template**.

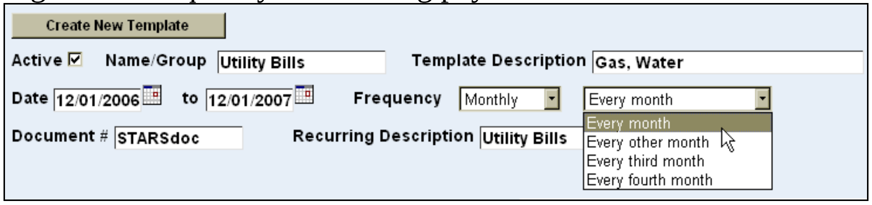
Figure 1 - Create a new template


Create New Template
New Item
Show Vendor
Show Detail
Vendor No
Find
Validate
1
Account Inv Number PO Invoice Description Amt TC* R DMI Ref Doc* Sfx BFY PCA* Index* Grant* Ph Project* Ph Mod BU* Fund* Dtl
Save & Continue
Save & Clear
Clear
Delete Template

Active ☑ Name/Group Plant Watering Template Description
Date 02/25/2008 to 05/31/2008 Frequency Run once
Document # 88888888 Recurring Description

4. Make sure the **Active** check box is checked.
5. Enter a 14 character name for your template in the **Name/Group** field..
6. Enter a 30 character description in the **Template Description** field.
7. Enter or select from the calendar icon the date range for the template. This is how long the template will be used, e.g., from April 1 to September 31.
8. From the **Frequency** menu, select **Run once**, **Daily**, **Weekly**, **Monthly**, or **Yearly** to specify when the recurring payment will occur.
9. Select the detailed **Frequency** based on whether the recurrence is **Daily**, **Weekly**, **Monthly**, or **Yearly**. For example, if you select **Monthly** in the first drop-down menu, select **Every month**, **Every other month**, etc., in the second menu

Figure 2 - Frequency of recurring payment


Create New Template
Every month
Every other month
Every third month
Every fourth month

Active ☑ Name/Group Utility Bills Template Description Gas, Water
Date 12/01/2006 to 12/01/2007 Frequency Monthly Every month
Document # STARSdoc Recurring Description Utility Bills

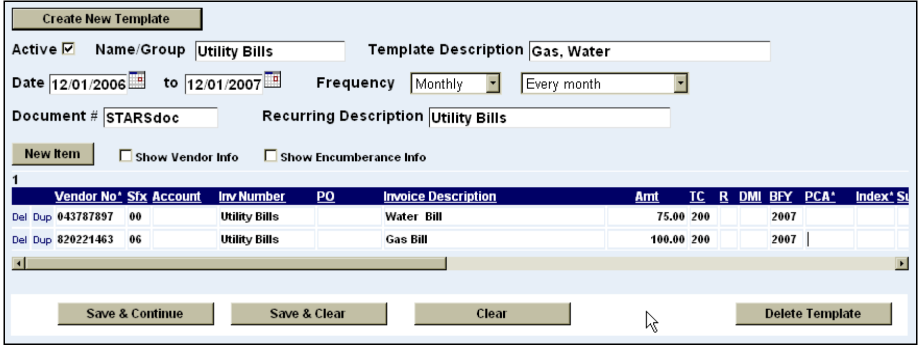
10. Enter an eight character document number in the **Document #** field.
11. Enter a 30 character description in the **Recurring Description** field.

12. Click **Save & Continue** (to save the template and continue with entering fiscal coding and the distribution of payments).
    - Click **Save & Clear** (to save the template and start over with a new template screen).
    - Click **Clear** to clear the template without saving and start over with a new template screen.

TO ADD PAYMENTS AND ENTER FISCAL CODES

1. Click **Add Row**. A template grid with fiscal code fields will be displayed. You can add multiple rows for different vendors and/or different amounts paid from different fund sources. For example, you could **Add Row** for each vendor for electric, water, and gas utilities.

Figure 3 – Add Row for line items



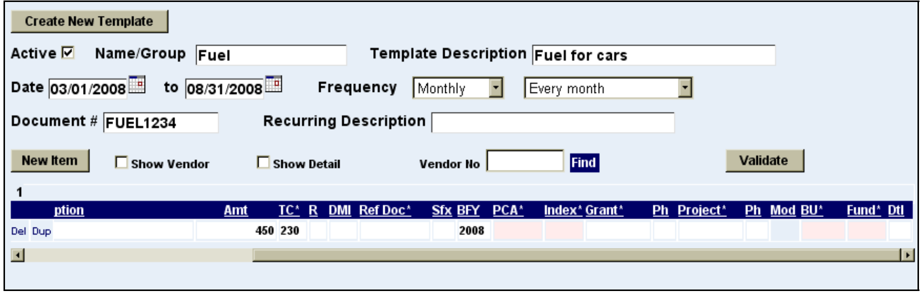
Active ☑ Name/Group Utility Bills Template Description Gas, Water
Date 12/01/2006 to 12/01/2007 Frequency Monthly Every month
Document # STARSdoc Recurring Description Utility Bills
☐ Show Vendor Info ☐ Show Encumberance Info

1

		Vendor No*	Sfx	Account	Inv Number	PO	Invoice Description	Amt	TC	R	DMI	BFY	PCA*	Index*	Su
Del	Dup	043787897	00		Utility Bills		Water Bill	75.00	200			2007			
Del	Dup	820221463	06		Utility Bills		Gas Bill	100.00	200			2007			

2. Enter the transaction code (**TC**). (**TC** is a required field.)
3. Press TAB or click into another field, and other fiscal code fields required by the **TC** will be highlighted in pink. These do not have to be completed until the template is scheduled for payment and the fiscal coding and distribution are completed on the **Distribute** screen.

Figure 4 - Required fields highlighted



Active ☑ Name/Group Fuel Template Description Fuel for cars
Date 03/01/2008 to 08/31/2008 Frequency Monthly Every month
Document # FUEL1234 Recurring Description
☐ Show Vendor ☐ Show Detail Vendor No

1

		ption	Amt	TC*	R	DMI	Ref Doc*	Sfx	BFY	PCA*	Index*	Grant*	Ph	Project*	Ph	Mod	BU*	Fund*	Dtl
Del	Dup		450	230					2008										

4. Enter the remainder of the fiscal coding as needed, otherwise skip to step 8. In any fiscal code field designated with an asterisk you can perform a look up and/or your data entry will be validated:

   To look up a fiscal code:

   a. Place the cursor in a designated field and press F3.
   b. In the look up dialog box, enter any combination of search criteria (PCA, Index, Description, or whatever is applicable). You can enter just the first few numbers or letters or use the wildcard (%).
   c. Click **Find**.
   d. Click the fiscal code you want to use. For example, click the PCA you want to use and the PCA field and any other fiscal codes associated with it will be automatically filled in. NOTE: The **TC** field will not automatically fill in related fiscal codes, but fiscal codes required by the transaction code will be highlighted in pink.

   Data entry validation:

   a. Enter a fiscal code into a designated field.
   b. Press TAB to move to the next field or click into another field. If the fiscal code is valid, it will automatically fill in any other fiscal codes associated with it. If the fiscal code is invalid, an error message will be displayed.
   c. Click **Validate** and any other fiscal codes that are invalid will cause an error message to be displayed.
5. To add more rows, click **Add Row** again. Continue entering fiscal codes in the template grid as needed.
6. If needed, check the **Show Vendor Info** check box to enter the vendor number. You can search for a vendor number by using the look up (as described above).
7. If needed, check the **Show Detail** check box to display all of the fiscal codes, e.g., the expenditure subobject - **ExpSub**, and complete them as needed.
8. Click **Save & Continue** (to save the template and keep it on the screen) or **Save & Clear** (to save the template and clear the screen to enter a new template).
   - Click **Clear** to clear all of the line items created without saving and start over with new items.
   - Click **Delete Template** if you decide the template is incorrect after saving it. (You may need to click **Clear** to clear the line items from the grid after deleting the template.)
9. The template is ready to be scheduled on the **Schedule** screen.